

HULL REPORT

STATINTL

Machine
Supervised

1. ~~Collaborated with the Office of the Controller in supervising~~ the physical installation of the RCA 501 Computer System and ~~in~~ activity, *rated* the computer programs written under the supervision of this Staff. As of 1 May 1961, the Master Personnel Records and the vouchered payroll will be fully operational. As a result, IBM electric accounting machine equipment renting for \$2,711. per month, or \$36,532. a year will be discontinued on 30 April 1961. A reduction of machine operator personnel should be in order after 1 May 1961. An additional reduction in EAM rental of \$245. a month or \$294. a year, resulted from processing Office of Training Applicant Test Scores by the Computer. Operational target date for all basic programs, Personnel, Finance, Payroll and supply is 30 June 1961.

2. Initiated a study of DD/P Field and Headquarters Accounting Procedures with the view to reducing clerical workload and expediting monthly closing of financial reports. These benefits will be realized through extended utilization of the RCA 501 Computer system and high-speed transmission of data from Field Stations. This study and the development of procedures should be completed in late 1961.

3. Completed and forwarded to the Bureau of the Budget an inventory of the Agency's ADP equipment (EAM and EDPM) installed and contemplated for FY 60, 61 and 62. ~~Estimated rental and operating cost, including personnel salaries for the Fiscal Year ending 30 June 1961, will be \$2,546,000.~~

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4. Rendered advice and assistance to various components of the Agency in connection with the application of electric, electronic and mechanical equipment and labor saving devices to reduce clerical workload and/or expedite desired end results.

5. Established schedules with IBM Corp. for the removal, storage and relocation of Agency's IBM equipment in cases of flood, IBM Corporation agreed to perform these services without cost to the Agency.

6. Increase knowledge of new methods and equipment under development by visits to RCA Research Laboratories, Princeton, N.J., General Electric Co., Syracuse, New York; Eastman Kodak Dacom Division, New York, N.Y.; ~~???~~ Corporation, Boston, Mass; Remington Rand Laboratories, Norwalk, Conn.; Air Force 438L Program, Omaha, Nebraska; and two seminars American Management Association, New York, N.Y.

4. Investigated the need for or approved for purchase ~~the~~ or rental 282 units of office business machines, inclusive of electric typewriters, calculating machines, dictating machines, flexowriters for field and headquarters, microfilm readers and a miscellany of time stamps, electric staplers, check protectors, etc.

Also separate from ~~the~~ any relationship with the RCA 501 computer, approved the discontinuance of 21 items of EAM equipment which carried a monthly rental of \$2,351.